

**School/Facility:** Jeffers Hill Elementary  
**Location:** Media Server Room  
**Date of IEQ Report Form:** November 3, 2017 (via work order 49316)  
**Date(s) Investigated:** November 6, 2017  
**Date of Report:** February 6, 2018

**IEQ Concern:**

The wall mounted ventilation unit was reported to have been leaking. A concern was raised regarding possible mold growth on the unit's components.

**IEQ Investigation Process:**

Identify deficiencies that may impact IEQ and/or sources of odor concerns. Typically includes the following depending on the nature of concern, but not limited to:

- interview/questionnaire of concern individual(s)
- inspection above drop ceiling (condition of roof deck, pipe insulation, return air plenum)
- inspection of ventilation system (operation of variable air volume box and outdoor air dampers, check controls, measurements of carbon dioxide, temperature and relative humidity, sources near outdoor air intake, measure return and supply air volume, cleanliness of coils, liner and condensate pan)
- inspection of exterior
- inspection below drop ceiling (housekeeping, sink and floor drain traps, signs of past and present moisture concern via visual and/or moisture meter, mold growth, ensure connection of current and capping of abandoned sanitary vents, odorizers, excessive plants and fabric items, identify potential pathways, and measure volatile organic compounds, carbon monoxide, and lighting)

**Findings:**

- The wall below the ventilation unit was dry as determined with the use of a moisture meter (drywall setting).
- Suspect mold was not observed behind the vinyl cove base below the ventilation unit.
- The substance on the ventilation unit was "grit like." It was undetermined if the substance was significant mold growth or not, therefore the substance was assume to be mold.

**Corrective Actions:**

- Work order 40316 - On November 8<sup>th</sup>, Building Services disassembled the ventilation unit and cleaned all accessible surfaces, including the evaporator coil and filters. The remote control to the ventilation unit were replaced. The unit's operation and remote control were also assessed.